

12 November 1981

MEMORANDUM FOR: Chief, Position Management and Compensation Division/OP  
FROM : Director, Office of Policy and Planning  
SUBJECT : OPP/IAS Position Description


1. I understand that the proposed rating of the staff assistant/secretary position serving both the Interdepartmental Affairs and the Policy Review Staffs has been reduced from GS-8 to GS-7. I request that that decision be reconsidered and reversed. Additional background on the original decision to rate that position as a GS-8 may be of value to you.

2. When the Office of Policy and Planning was created, the DDCI specifically decided to keep the number of staff people to the smallest number possible in part to make as many people available for line positions as possible, but also because of the desire to limit exposure to a broad range of very sensitive materials. For this reason, a decision was made to have one staff assistant/secretary support both the Interdepartmental Affairs Staff and the Policy Review Staff. A conscious decision was made at the time to grade that position at GS-8 in view of the workload, necessity for independent action, and the level of responsibility, skills, and personal interaction with the most senior Agency officials. The Table of Organization of the Office in general and of these Staffs, including this position, was specifically reviewed by the DDCI and received his approval. Downgrading this slot to a GS-7 will make it impossible not only to hold the present incumbent but to find a replacement with the skill levels necessary. Addition of a second staff assistant or support slot would therefore be required.

3. For the above reasons, including especially the direct support of the DCI and DDCI by the two Staffs in question, a GS-8 rating was requested for this position initially. The requirement remains valid; the justification is sound. The position should be rated at the GS-8 level.

4. I believe you will find the position description in the attachment, together with the above background information, a sufficient basis for rating this position as originally established when the DCI and DDCI created the Office of Policy and Planning.

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Robert M. Gates

### Position Description

Title: Staff Assistant  
Interdepartmental Affairs and Policy Review Staffs  
Office of Policy and Planning

Duties:

The person in this position provides the sole staff and clerical support to the two Office of Policy and Planning Staffs responsible for:

- Providing support to the Executive Committee, coordinating the schedule of its meetings, arranging agendas and preparing background papers and arranging for their circulation. The Staff prepares appropriate background materials for the DCI and the DDCI to support their participation in the Executive Committee. The Staff also reviews materials submitted to the DCI and DDCI that concern Agency administration, personnel, analytical operations and external affairs policies as well as other issues assigned by the DCI and DDCI to ensure that these issues and materials are consistent with DCI and Agency objectives and are reviewed in an Agency-level context.
- Coordinating preparation of briefing papers for the DCI and DDCI for the National Security Council and Senior Interdepartmental Groups and, as appropriate, Cabinet Meetings. This Staff also coordinates preparation of briefing papers and relevant background materials for DCI and DDCI meetings with the Secretaries of State and Defense and the Assistant to the President for National Security Affairs; and provides support to the DDCI in his capacity as CIA member of NFIB/NFIC.

The person in the staff assistant position noted above performs a substantial portion of these duties independently, with little supervision. The position requires a high degree of interpersonal skills in dealing not only with all elements of CIA and the Intelligence Community but also senior officials at the Department of State, Department of Defense and the National Security Council. The position requires exceptional organizational skills to monitor the preparation and processing of several high priority ongoing projects simultaneously. The wide ranging activities usually underway concurrently, typically short deadlines, the direct support relationship for the DCI and DDCI and the according need for precision and accuracy make the job an unusually demanding one. The extraordinary sensitivity of much of the material handled also calls for unusual discretion and security consciousness.

Grade:

Because of the skills, level of responsibility, time, and excellence required in support of two Staff Chiefs dedicated to DCI/DDCI support, this position should be rated at the GS-8 level.